College of Business and Economics
Preauthorization for Reimbursement of Expense Form

Last Name _____ First name _____ Department _____

Event Location _____ Presentation Date(s) _____

Organization _____

Organization Type (Select one): ◯ Regional ◯ National ◯ International

Paper Title (if applicable): _____

Request type (select all that apply): ☐ Paper Presentation ☐ Professional Development Plan ☐ Other

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Table of Expected Expenses:

Automobile _____

Transportation _____

Meals _____

Lodging _____

Registration _____

Other _____ Description of "Other" _____

Total: _____

The following documents MUST be attached to your request, depending on type of request:

☐ Request to be Absent from Campus form

☐ Travel Approval Form

☐ Paper presentation letter of acceptance/invitation

☐ Proposal for Professional Development Plan

Requestor's Signature _____ Date _____

Department Chair Signature _____ Date _____

Dean Signature _____ Date _____

Print Form

For Dean's Office Use Only

Prior Funding Description	Org code	Reimbursement Amount

Account Code for this request: _____

Amount to be Reimbursed: _____